

D.O.A. 23/05/2025

NYANDENI LOCAL MUNICIPALITY
Municipality Building,
B.N. Nomandela Drive,
Libode 5160



T 047 555 5000
E nyandeni@nyandenilm.gov.za
www.nyandenilm.gov.za

22 May 2025

EXTERNAL VACANCY ADVERTISEMENT 11 OF 2024/25

Nyandeni Local Municipality invites applications from suitably qualified and competent individuals for appointment to the following post:

1. HUMAN RESOURCE MANAGER –TASK GRADE 16

Salary Scale: R 728 364, 00 – R 802 402, 00 per annum

Requirements of the post:

- ✓ National Diploma or Degree in Human Resource Management or in Social Sciences
- ✓ 4 years' experience in Supervisory level
- ✓ Valid Driver's License
- ✓ Knowledge and experience in developing ,implementing and reviewing HR Policies and procedures
- ✓ Knowledge and experience of Labour legislation especially with Local Government
- ✓ Registered with Human Resource professional body will be added advantage

Key Performance Areas:

- ✓ Planning and Developing short and long term plans for the organization;
- ✓ Researches and develops strategic and short term plans for the Human Resource functionality;
- ✓ Manages and controls organization change and development through the formulation of specific policies and procedures and forwards/presents to the Senior Manager and Councils Committees;
- ✓ Manage processes of Organizational structure review
- ✓ Implements Human Resources Management & Employee Relations seeking acknowledgement;
- ✓ Manages key results indicators and outcomes pertaining to recruitment and selection criteria;
- ✓ Plans and manages the Skills Development and Employment Equity functionality;
- ✓ Manages and coordinate the relationship with SETA's
- ✓ Manages sequences associated with establishing the Occupational Health and Safety Employee Wellness capacity of the municipality.





- ✓ Manages sequences associated with establishing the Occupational Health and Safety Employee Wellness capacity of the municipality.
- ✓ Manages and controls procedures and process associated with maintaining employee relations and industrial peace;
- ✓ Manages the implementation of Performance Management
- ✓ Development ,manage and review leave reconciliation for management of personnel

2. CIVIL TECHNICIAN – ROAD MAINTENANCE

Salary Scale: R 445 233, 00 – R 491 987, 00 per annum

Requirements of the post:

- ✓ National Diploma Civil Engineering
- ✓ Code EC Driver's License.
- ✓ Experience required is 3 years

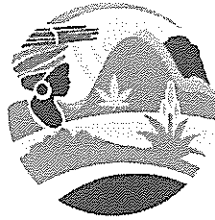
Key performance Areas

- ✓ Coordinates the key performance areas and result indicators associated with the rehabilitation and maintenance of roads infrastructure and storm-water drainage, in order to ensure the accomplishment departmental immediate, short and longer term service delivery objectives
- ✓ Planning, coordinating and managing all maintenance projects.
- ✓ Establishing project objectives, scope and deliverables in collaboration with stakeholders and ensuring alignment with the requirements.
- ✓ Developing and managing project schedules, budgets and resource allocations to ensure cost efficiency and timely delivery.
- ✓ Monitoring construction progress, ensuring adherence to specifications, and identifying potential issues.
- ✓ Managing procurement processes, including bid evaluations, contract negotiations and vendor selection.
- ✓ Documenting project activities, data, and findings, and preparing reports for engineers and clients.
- ✓ Ensuring that projects adhere to relevant regulations, standards, and codes.
- ✓ Working closely with engineers to provide technical support and contribute to the project team.
- ✓ Safeguarding of Municipal Property, Plant and Equipment against theft, damage, loss and misuse
- ✓ Submissions of progress, performance and costs.
- ✓ Knowledge of risk management and budget management principles.



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- ✓ Knowledge of local construction regulations, permits and approval processes.
- ✓ Experience with construction contract negotiations and claims management.
- ✓ Strong financial understanding and experience in project budgeting and cost control.
- ✓ Knowledge of Municipal Infrastructure Grant Framework.
- ✓ Knowledge of Road Construction Material, Assessing and analyzing material design, introduction of new materials and equipment and its impact on the functioning and level of service delivery.
- ✓ Participating in discussions with relevant forums and stakeholders on issues affecting the functionality of the sub-section.
- ✓ Providing support to the immediate superior on reporting to specific sub-committees and management on activities and key outcomes of the functionally

3. MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME

FINANCIAL MANAGEMENT INTERN X 6: TWO-YEAR CONTRACT

STIPEND: R 100 000, 00 per annum

Requirements of the Internship:

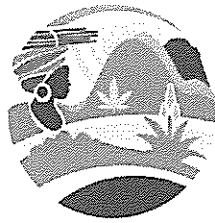
- ✓ The candidates should hold a 3-year National Diploma or Bachelor's Degree with majors in Accounting, Economics, Finance, Risk Management and Auditing.

The interns will sign an internship agreement that is in addition to the employment contract. The effect of the agreement is to ensure commitment to the programme that requires amongst other, full participation in the educational workplace assignment and observance of the Policies and procedures.

NB! Application for Employment Form for Nyandeni Local Municipality (not Z83) is available at www.nyandenilm.gov.za and Nyandeni LM offices at both Libode and Ngqeleni. A detailed CV must accompany the Application for Employment Form, Copies of qualifications, ID copy and valid driver's licence (**which may not be certified**). Failure to submit documents listed above will result in disqualification. Hand delivered applications should be sent to the Registry Office at Nyandeni Local Municipality Office at Libode and Reception at Ngqeleni Offices.



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Females, Coloureds, Indians, Whites and People with disabilities are encouraged to apply in line with the municipality's approved Employment Equity Plan. People with disabilities must disclose the nature of their disability in the space provided in the application form.

The words **"APPLICATION FOR VACANCY"** should appear on the same side of the envelope but separate from the address in the same envelope to sensitise the Registry Office of the closing date.

FAXED AND E-MAILED APPLICATIONS WILL NOT BE CONSIDERED

Only short-listed and successful candidates will be contacted and therefore if you have not heard from us within **90 days** after the closing date, consider your application as unsuccessful. The Council reserves the right not to continue with the filling of these vacancies if the Council feels no suitable candidate found or there are changes in operational requirements. Canvassing of Councillors /Management is not permitted and proof thereof will result in disqualification. **Qualification verification and Criminal record** checks will be conducted to shortlisted candidates.

NB: In submitting any information or documentation requested above or any other information that may be requested pursuant to this advertisement, you are consenting to the processing by Nyandeni Local Municipality of your personal information contained therein, as contemplated in the Protection of Personal Information Act, No. 4 of 2013 (POPI Act) and its Regulations. Nyandeni Local Municipality also commits to handle all the submitted personal information in compliance with the POPI Act and in line with her POPI Compliance Policy. The POPI Compliance Policy is available on request or can be downloaded on the municipal website www.nyandenilm.gov.za

Applications clearly marked "Application for Employment" should be addressed to:



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**THE MUNICIPAL MANAGER
NYANDENI LOCAL MUNICIPALITY
PRIVATE BAG X504
LIBODE 5160**

For enquiries, contact **Corporate Services Department** at **047 555 5028/24** and at
Nggeleni Offices at **047 568 0300/1**

CLOSING DATE FOR APPLICATIONS: 17 June 2025 @15:30


**MR. S.V POSWA
ACTING MUNICIPAL MANAGER**

